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# National Ocean Service Correspondence Guide



**U.S. Department of Commerce**  
**National Oceanic and Atmospheric Administration**  
**National Ocean Service**

December 2001



## List of Acronyms

AA	Assistant Administrator
CC	Correspondence Coordinator
CAO	Chief Administrative Officer
CFO	Chief Financial Officer
DAA	Deputy Assistant Administrator
DOC	Department of Commerce
E.O.	Executive Order
ES	Executive Secretariat
FR	Federal Register
GAO	Government Accounting Office
GC	General Counsel
GCOS	General Counsel for Ocean Services
GPO	Government Printing Office
NOAA	National Oceanic and Atmospheric Administration
NOS	National Ocean Service
OFR	Office of the Federal Register
OMB	Office of Management and Budget
PACD	Policy Analysis and Communications Division

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# I. Introduction

The National Ocean Service (NOS) has prepared this *Correspondence Guide* for all NOS employees who have the responsibility for drafting or formatting correspondence and specific types of documents. This Guide provides useful information on the preparation and clearance of correspondence, *Federal Register* documents, and congressional reports to ensure that correspondence and documents sent from NOS are of high quality, timely, legal, and consistent with Department of Commerce and National Oceanic and Atmospheric Administration (NOAA) procedures and policies.

The *NOAA Correspondence Handbook* and the 2000 U.S. Government Printing Office *Style Manual* were the primary references used in the preparation of this *Correspondence Guide*. Questions regarding the procedures in the Guide should be directed to the NOS Correspondence Coordinator, listed on the inside front cover of this Guide.

## II. General Guidelines for NOAA/NOS Controlled Correspondence

### The Role of NOAA's Executive Secretariat

NOAA's Executive Secretariat (ES) is the focal point for controlling correspondence to NOAA's National Ocean Service (NOS). After analyzing incoming correspondence, the ES:

- ▶ Specifies on a green control slip (see sample A-1) the type of action necessary, the control number, and the response due date.
- ▶ Forwards the incoming correspondence and the green control slip to the NOS Correspondence Unit.

For priority correspondence, which is initiated by the Office of the Secretary (OS), the ES/OS stamps "A" *Priority* on a pink ES/OS control slip (see sample A-2). The NOAA ES prepares a pink NOAA control slip (see sample A-3) and forwards the correspondence package to the NOS Correspondence Unit.

### The Role of the NOS Correspondence Coordinator

The NOS Correspondence Coordinator (CC) is the focal point for all controlled correspondence and serves as the NOS liaison with the NOAA ES, NOAA's Office of General Counsel for Ocean Services (GCOS), the NOS Assistant Administrator's (AA's) and Deputy Assistant Administrator's (DAA's) staff, the NOS program staff, and the secretaries responsible for controlled correspondence. Specifically, the NOS CC:

- ▶ Advises NOS management, program officials, and secretaries of changes in correspondence procedures, policies, format, style, etc., instituted by the Department of Commerce (DOC), NOAA, and NOS.
- ▶ Receives and processes all NOAA controlled correspondence to NOS, controls all incoming correspondence for the NOS AA and DAA, and processes all NOS-initiated correspondence submitted for the signatures of the NOS AA and other NOAA officials.
- ▶ Analyzes all incoming controlled correspondence to determine, based on the nature and sensitivity of the issues raised, the appropriate NOS program or staff office that should be assigned the responsibility of replying to the correspondence.
- ▶ Provides information copies of the correspondence to pertinent program officials to ensure the appropriate coordination among the responsible office(s) before the response is submitted for signature by NOS or other NOAA officials.
- ▶ Assigns deadlines for NOS responses.
- ▶ Assigns and disseminates actions that have been designated as "A" (or high priority) by DOC and NOAA.
- ▶ Reviews all outgoing correspondence to ensure its quality, timeliness, and compliance with DOC, NOAA, and NOS policies.
- ▶ Ensures correspondence is properly routed for clearance, and transmits documents to the NOAA ES for the signatures of high-level NOAA officials.
- ▶ Maintains and updates a computerized central control system that records and stores information on all correspondence processed.

## **NOS Program Office Responsibilities**

### **NOAA Controlled Correspondence**

Upon receiving the controlled correspondence from the ES, the NOS CC attaches a yellow NOAA/NOS control sheet (see sample A-4) to the front of the folder, on top of the green NOAA control slip (or pink slip if it is “A” priority), and forwards the folder to the appropriate NOS program office for response.

### **AA Controlled Correspondence**

The NOS CC controls the AA’s correspondence, specifying on a blue control slip (see sample A-5) the appropriate office that will prepare the response, and assigns an NOS control number and a due date. The response office *should use the same blue control slip for clearance purposes*.

### **Due Dates and Extensions**

Check the due date on the control slip as soon as you receive a controlled correspondence folder. Build into your response schedule sufficient time for internal office routing and clearance within the NOS AA’s office.

If you need an extension to the assigned due date, e-mail your request to the NOS CC, and “cc” the NOS Chief of the Policy Analysis and Communications Division (PACD). In your e-mail message, your request should clearly state why you are unable to meet the due date. You should submit your request as soon as possible—preferably at least 3 days before the due date—to enable the NOS CC to obtain an extension from the NOAA ES. Due to the nature and urgency of the correspondence, NOAA may not always grant an extension.

Once you determine that you need more time to prepare a response (e.g., to collect data or information, to compensate for a delay in a project or decision), and the response will be more than two weeks late, you should prepare an interim letter to the addressee as a courtesy (see sample A-6). The letter should indicate the status of the final response, when the addressee can expect to receive it, and when it is expected to be signed by the assigned signatory. The interim letter should accompany your request for an extension.

Every attempt should be made to submit requests for extensions on time, and such requests and use of interim letters should be resorted to only on rare occasions.

#### **“A” Priority Correspondence**

DOC allows only four days for NOAA to process “A” Priority correspondence. Letters (generally a one-page reply) must be written and cleared by NOS and electronically sent by the NOS CC to the NOAA ES within two days of receipt of external correspondence.

### **Transmittal Memoranda for NOAA Controlled Correspondence**

*This information applies to correspondence requiring the signature of NOAA or DOC officials.*

Each NOS controlled correspondence folder contains a cover memorandum that transmits the proposed response to incoming correspondence through NOAA’s clearance channels. In each transmittal memorandum, the NOS AA recommends that the recipient of the memorandum sign the proposed response.

Since the transmittal memorandum is controlled by the ES, you do not need to restate the incoming correspondence or to summarize your response, provided your response answers all the issues raised by the incoming correspondence and requires no additional background information.

For correspondence requiring the DOC Secretary’s signature, you should prepare a transmittal memorandum for the signature of the NOAA Under Secretary (see sample A-7).

Transmittal memos for the NOS AA’s signature should be printed on NOS letterhead, as shown in sample A-8 of this Guide. Note that the “Subject:” line contains the control number for tracking purposes, and that a “Drafted By:” line is included for the reviewers’ reference if they have questions about the proposed response.

### **Transmittal Memoranda for NOS Program-Initiated Correspondence**

When transmitting correspondence to the AA or DAA that has been initiated in the Program or Staff Office, you should use a blue Form CD-15 LE, “Transmit/Route Slip” (see sample A-9) to record Office clearances. The correspondence drafter should be the first clearance point, with the Office Director being the last. You should submit your correspondence to the NOS CC for clearance through the General Counsel for Ocean Services (GCOS) and NOS Headquarters. If your correspondence is to be sent to NOAA Headquarters, you should also include the appropriate transmittal memoranda in the correspondence package.

Guidelines for preparing transmittal correspondence for *Federal Register* notices and reports to Congress appear in this Guide on pages 15 and 19, respectively.

### **Quality Control Criteria and Revisions**

Before submitting a response for NOS clearance, you are expected to:

- ▶ ensure that you have satisfactorily addressed the major points raised in the incoming correspondence;
- ▶ check your response for grammatical, spelling, syntax, and punctuation errors; and
- ▶ follow the formatting instructions in this Guide.

If your response fails to meet these criteria, NOS will return a marked-up hard copy to your Program Office for revision, and will continue to do so until the response is error-free.

Each controlled correspondence folder will contain copies of all marked-up responses, along with a record identifying the drafter and the number of revisions necessary to meet the quality control criteria required for NOS clearance.

### **Electronic and Hard Copy Transmission**

Provide the NOS CC with both a hard copy and an electronic file of your response. Except for transmittal memos for the NOAA AA's or DAA's signature (which should be printed on NOS letterhead), print all other correspondence on plain, nonletterhead paper, and insert them in the controlled correspondence folder. Save the electronic file of your response as a Word Perfect 6, 7, or 8 file in Courier New 11 pitch. E-mail the file to the NOS CC, and insert the constituent name and control number in the "Subject" block of your e-mail message.

### **Assembling the Controlled Correspondence Folder**

Return the controlled correspondence folder to the NOS Correspondence Unit. Make sure all the documents are attached to the folder in the same order in which you received them, along with a hard copy of the transmittal memorandum and your response. Following is information on assembling the folder.

#### ***Outside Front***

Attach the green NOAA control slip (see sample A-1) and the yellow NOAA/NOS control slip (see sample A-4) to the outside front cover of the folder, with the yellow slip on top. Do not attach any other papers to the outside of the folder.

If the correspondence is "*A*" Priority, a yellow NOAA/NOS control slip (sample A-4) is attached on top of the pink NOAA control slip (sample A-3), which in turn should be attached on top of the pink ES/OS control slip (sample A-2).

If the correspondence is initiated within a Program Office, attach a blue Transmit/Route Slip (see sample A-9) to the outside front. The NOS CC logs in the correspondence, assigns a control number, and attaches an orange NOS Program Office Correspondence control slip to the folder.

#### ***Inside Left***

Staple the incoming letter to the inside left side of the folder, on top of any background information.

#### ***Inside Right***

Arrange the following materials on the inside right of the folder, so that item #5 (drafter identification revision information) is on the bottom of the stack, and item #1 (transmittal memorandum) is on the top. Attach the stack of papers with at least two paper clips; use wire binder clips for bulky material.

1. Transmittal memorandum
2. Correspondence for signature
3. Nonletterhead sheet containing drafter's ID, copy distribution, etc. (see pages 11 and 14)
4. Attachments or enclosures
5. Drafter identification revision information

### **Foreign Correspondence**

Letters to individuals or organizations in foreign countries should be faxed before being sent out. For NOAA controlled correspondence, include a fax number, or provide instructions to ES on how to handle the letter. To ensure their timely arrival, letters should be sent via air mail or air express services (e.g., Federal Express, Airborne Express).

***If you receive controlled correspondence that you believe was erroneously referred to you, notify the NOS Correspondence Coordinator immediately.***

## III. External NOAA/NOS Correspondence: Letters

Most letters originating within NOS are for external correspondence. The majority of internal NOS correspondence is written as memoranda. The only letters addressed to an individual or organization within DOC are personalized communications, such as letters of appreciation.

### Sample Formats

Refer to the sample letters in the appendix for detailed guidance on formatting your correspondence, including margins, indentation, and justification. Your letter should include the same number of paragraph marks as on the samples, and your tabs should be set at the same locations on the ruler that appears at the top of your word-processing electronic file. Keep your letters to one page whenever possible. Letters should be centered on the page like a picture in a frame.

### Date of Letter

Date stamps are used for NOS letters. Therefore, do not type the date at the top of your letter.

### Address Block

#### Addressee's Name

On the first line of the address block, type *Mr.*, *Mrs.*, *Ms.*, *Dr.*, *Professor*, *The Honorable*, etc., as appropriate. If you don't know whether the addressee is a man or a woman, simply type the person's name—for example:

Leslie Doe

#### Addressee's Title and Organization Name

Start the addressee's title on the second line, followed by the name of the organization. If necessary, you may carry over the name of the organization to the third line, and indent it two spaces, as follows:

Leslie Doe  
President, Public Financing and  
Accounting Company, Incorporated

If the addressee's title is lengthy, you may start the organization's name on the third line. Spell out the name *exactly* as it appears on the addressee's letterhead. Do not use abbreviations (e.g., Co., Inc.) unless they appear on the letterhead.

Leslie Doe  
President and Chief Executive Officer  
Public Financing and Accounting  
Company, Incorporated

### Street, City, and State Lines

Spell out *Street*, *Road*, *Avenue*, *Boulevard*, etc., in the inside address, as well as the name of the state. You may abbreviate these items on the envelope or address label.

Do not include suite/room numbers in the inside address. Type them only on the envelope.

100 Center Street, ~~Suite 533~~

If known, type the full nine-digit zip code on both the letter and the envelope, two spaces after the state name.

Groveport, Ohio 43125-0329

If the addressee's letterhead includes both a Post Office box number and a street address, only type the street address in the inside address block of the letter.

100 Center Street

~~P.O. Box 12386~~

Groveport, Ohio 43125-0329

If the letterhead has only a Post Office box number, include it in the address block.

### **Attention Lines**

Attention lines are not acceptable on letters to be signed by the Under Secretary, Assistant Secretary, Deputy Under Secretary, or Chief Scientist. Attention lines are acceptable only on the envelopes of such correspondence.

### **General Salutations**

On the first line of the letter's address block, type *Mr.*, *Ms.*, *Professor*, *The Honorable*, etc., as appropriate, with the addressee's last name, followed by a colon:

Dear Dr. Smith:

Address all women as *Ms.*, unless the incoming correspondence specifically indicates a preference for *Mrs.*, *Miss*, or some other title. If you don't know whether the addressee is a man or a woman, just type the person's name—for example:

Dear Leslie Doe:

When corresponding to a company for which you don't have a specific point of contact, use the following salutation:

Dear Sir or Madam:

### **Addresses and Salutations for "Congressionals"**

Carefully review the following guidelines on specific addresses and salutations, and apply them verbatim. If your letter is more than one page, insert "The Honorable (Name)" in the upper left corner, with the page number directly below, as shown in sample A-10 of this Guide.

#### **Executive Correspondence**

##### ***The President***

The President

The White House

Washington, D.C. 20500

Dear Mr./Madam President:

##### ***The Vice President***

The Vice President

The White House

Washington, D.C. 20500

Dear Mr./Madam Vice President:

##### ***Cabinet Member***

The Honorable [Name]

Secretary of [Name]

Washington, D.C. [Zip]

Dear Mr./Madam Secretary:

## **Senate Correspondence**

### ***President of the Senate***

The Honorable [Name]  
President of the Senate  
Washington, D.C. 20510-4903

Dear Mr./Madam President:

### ***United States Senator***

The Honorable [Name]  
State of [Name of state]  
United States Senate  
Washington, D.C. 20510-4903

Dear Senator [Name]:

### ***Committee Chair***

The Honorable [Name]  
Chair, Committee on Commerce,  
Science and Transportation  
United States Senate  
Washington, D.C. 20510-4903

Dear Mr. Chairman/Madam Chair:

### ***Subcommittee Chair***

The Honorable [Name]  
Chair, Subcommittee on Oceanography,  
Gulf of Mexico, and the Outer  
Continental Shelf  
Committee on Government Operations  
United States Senate  
Washington, D.C. 20510-4903

Dear Mr. Chairman/Madam Chair:

### ***Response to District Office***

The Honorable [Name]  
United States Senate  
[District office address as it appears on letterhead]

Dear Senator [Name]:

## **House Correspondence**

### ***Speaker of the House***

The Honorable [Name]  
Speaker of the House of Representatives  
Washington, D.C. 20505-4904

Dear Mr./Madam Speaker:

### ***U.S. Representative***

The Honorable [Name]  
State of [Name of state]  
House of Representatives  
Washington, D.C. 20505-4904

Dear Representative [Name]:

***Committee Chair***

The Honorable [Name]  
Chair, Committee on Merchant  
Marine and Fisheries  
House of Representatives  
Washington, D.C. 20505-4904

Dear Mr. Chairman/Madam Chair:

***Subcommittee Chair***

The Honorable [Name]  
Chair, Subcommittee on Oceanography,  
Gulf of Mexico, and the Outer  
Continental Shelf  
Committee on Government Operations  
House of Representatives  
Washington, D.C. 20505-4904

Dear Mr. Chairman/Madam Chair:

***Response to District Office***

The Honorable [Name]  
House of Representatives  
[District office address as it appears on letterhead]

Dear Representative [Name]:

**State and Local Correspondence*****Governor***

The Honorable [Name]  
Governor of [State]  
[City, state, zip code]

Dear Governor [Name]:

***Lieutenant Governor***

The Honorable [Name]  
Lieutenant Governor of [State]  
[City, state, zip code]

Dear Governor [Name]:

***Mayor***

The Honorable [Name]  
Mayor of [City]  
[City, state, zip code]

Dear Mayor [Name]:

***State Senator***

The Honorable [Name]  
[Name of state] Senate *or*  
State of [Name of state]  
[City, state, zip code]

Dear Senator [Name]:

***State Representative***

The Honorable [Name]  
State of [Name of state]  
House of Representatives  
[City, state, zip code]

Dear Representative [Name]:

## Foreign Dignitaries

### ***American Ambassador in Foreign Country***

The Honorable [Name]  
American Ambassador  
[City, country, country code]

Dear Mr./Madam Ambassador:

### ***Foreign Ambassador in the United States***

His/Her Excellency  
[Name]  
Ambassador of [Country]  
Washington, D.C. [Zip code]

Dear Mr./Madam Ambassador:

### ***Foreign Minister***

His/Her Excellency  
[Name]  
Minister of [Department]  
[Country]

Dear Mr./Madam Minister:

## Uniformed Service Correspondence

The uniformed services are: U.S. Army (USA), U.S. Air Force (USAF), U.S. Coast Guard (USCG), U.S. Marine Corps (USMC), U.S. Navy (USN), U.S. Public Health Service (USPHS), and the NOAA Corps.

Use the officer's full name and title when you first mention him or her in the body of your letter (e.g., Vice Admiral John/Jane Doe), as shown in the *Address Block* column, below. For the rest of your letter, use the official's shortened name (e.g., Admiral Doe, the admiral), as shown in the middle and right columns.

### ***Address Block***

Admiral John Doe, NOAA  
Vice Admiral John Doe, USN  
Rear Admiral John Doe, USCG (Ret.)  
Captain John Doe, Jr., USPHS  
Major General John Doe, USAF  
Commander John Doe II, USCG  
Lieutenant Commander John Doe, USN  
Lieutenant John Doe, USN  
Lieutenant (jg) John Doe, NOAA  
Ensign John Doe, NOAA

### ***Salutation***

Dear Admiral Doe:  
Dear Admiral Doe:  
Dear Admiral Doe:  
Dear Captain Doe:  
Dear General Doe:  
Dear Commander Doe:  
Dear Commander Doe:  
Dear Lieutenant Doe:  
Dear Lieutenant Doe:  
Dear Ensign Doe:

### ***In Correspondence***

admiral  
vice admiral  
rear admiral  
captain  
major general  
commander  
lieutenant commander  
lieutenant  
lieutenant (junior grade)  
ensign

## Body of Letter

### Word Usage

- ▶ Do not refer to the date of the incoming correspondence or to the name of its writer.
- ▶ Do not apologize. For example, do not use "I regret" or "I am sorry."
- ▶ Avoid "I want to assure you." Use "Please be assured" instead.
- ▶ Write "Thank you for your letter regarding" (*not* "concerning").
- ▶ Do not write "thank you" in the last paragraph if you've inserted it in the first paragraph.
- ▶ Use "different from" (*not* "different than").

### First Paragraph

The first and last paragraphs of a letter may be one sentence. The interim paragraphs must be more than one sentence.

If the signer of the outgoing letter is not the person to whom the incoming correspondence was addressed, include in the first sentence the name and title of that addressee.

Thank you for your letter to [name], Under Secretary for Oceans and Atmosphere, National Oceanic and Atmospheric Administration, regarding the proposed study . . . . Your letter was referred to the National Ocean Service for a response.

If the signer of the outgoing letter is the person to whom the incoming correspondence was addressed, the name and title of that addressee are unnecessary.

Thank you for your letter regarding increased funding for the National Marine Sanctuaries Program.

If the incoming letter was cosigned, or if there was more than one incoming letter, acknowledge that in your first sentence.

Thank you for your cosigned letter requesting a survey . . . .

Thank you for your letters to Secretary of Commerce [name] and [name], Acting Under Secretary for Oceans and Atmosphere, National Oceanic and Atmospheric Administration, regarding . . . . Your letter was referred to the National Ocean Service for a response.

If the incoming letter was addressed to a former employee, acknowledge this in the first sentence of your response.

Thank you for your letter to former Under Secretary for Oceans and Atmosphere, [name].

### **Last Paragraph**

Since you should only include one “thank you” in a letter, you might structure the last paragraph in the active or passive voice, as follows, depending on the tone of the letter:

I appreciate your interest (or concern) . . . .

Your interest is appreciated . . . .

For purposes of congressional correspondence, if a contact person needs to be designated in the letter, the point of contact should be your office’s representative from the NOAA Office of Legislative Affairs.

For the Secretary’s correspondence, if a contact is provided in a letter it should read:

Please contact me or my Assistant Secretary for Legislative and Intergovernmental Affairs, Brenda Becker, on (202) 482-3663.

### **Complimentary Close and Signature Block**

Type *Sincerely* for the complimentary close of outgoing letters. The exceptions are correspondence to the White House, which requires *Respectfully* for the complimentary close. Correspondence from the DOC Secretary should be signed *Warm regards* and correspondence from the Deputy Secretary should be signed *Sincerely yours*.

As shown in sample A–10 of this Guide, the signer’s title is unnecessary if the letter is printed on letterhead that specifies the title. Where the letterhead does not contain that information, type the title directly below the signer’s name, and indent any overflowing words two spaces.

Sincerely,

[Name]  
Acting Assistant Administrator

### **Enclosure(s) and Courtesy Copy (cc:) Notation**

If you are enclosing an additional document with your letter, insert *Enclosure* two lines below the signature block at the far left margin. If you’re enclosing more than one additional document, type the plural *Enclosures*. Consult sample A–10 for information on formatting “cc:” lines, and the example below to indicate whether individuals are receiving enclosures:

Enclosure  
cc: Paul Jones, NOAA (w/ enclosure)  
Mary Johnson, NASA (w/o enclosure)

Remember to use the proper verbiage in the body of your letter when referring to the additional documents. Use *Enclosure(s)* when writing letters, and *Attachment(s)* when writing memoranda.

A list of NOAA employees is enclosed with this letter.

A list of NOAA employees is attached to this memorandum.

## Multiple Addressees

When preparing a letter to multiple addressees for the signature of senior NOAA officials, type a list of the addressees on a separate piece of nonletterhead paper (see sample A-10), and attach it to the letter. Once the letter is signed, the NOAA ES will complete the other letters.

When preparing a letter to multiple addressees for the signature of the NOS AA, type the letter on nonletterhead paper, attach a list of the addressees, and send them through the clearance channels. Once the draft letter has been cleared and approved for signing, the NOS CC will send it back to the Program or Staff Office to prepare letters for all addressees in final form. Once completed, the final letters should be sent to the NOS CC for the AA's signature. The NOS CC will return the signed letters to the Program or Staff Office for mailing.

## NOAA Control Number, Drafter's Identification, and Revision Information

Every NOAA controlled letter must include the "cc" NOAA line office codes and the control number, which are located on the green NOAA control slip on the front of the controlled correspondence folder. All letters must also include information about who drafted, revised, and edited the letters. Type this information on a separate, non-letterhead sheet of paper in the following order, also shown in sample A-10:

cc: ES-NC-LA-GC-PCO-PSP-DUS-US-N/MB:PAC/CU-OCS

Control No.:72111

DRAFTED BY:BJSmith:N/MB/PACD:301-713-3070x123:qsz:1/31/00

REVISED:GCOS:MWeiss:COORDINATE:OCS:BGreenwalt:cmh:2/23/00

EDITS:N/MB/PACD:REdwing:301-713-3070:cmh:2/28(1);3/12(2)

Following is a breakdown of each of the components of the sample drafter's ID line, above:

BJSmith	Letter drafter's name
N	Abbreviation for NOS
MB	Abbreviation for drafter's office (Management and Budget)
PACD	Abbreviation for drafter's division (Policy, Analysis, and Communications Division)
301-713-3070x123	Drafter's complete phone number
qsz	Typist's initials
1/31/00	Date letter was prepared

The numbers in parentheses toward the end of the "Edits" line represent the number of rounds of edits that were necessary and the date the NOS reviewer (REdwing) sent the edited correspondence to the typist for revision.

## NOS Transmittal Memoranda

For every NOS transmittal memorandum that accompanies letters and other controlled correspondence, type the information about who drafted, revised, and edited the letters on the same page as the transmittal memo, as shown in sample A-8.

## IV. Internal NOAA/NOS Correspondence: Memoranda

The majority of internal NOS correspondence is written as memoranda. The only letters addressed to an individual or organization within DOC are personalized communications, such as letters of appreciation.

### Sample Formats

Refer to the sample memoranda in the appendix for guidance on margins, indention, justification, and other formatting details. Your memorandum should include the same number of paragraph marks as on the sample, and your tabs should be set at the same locations on the ruler that appears at the top of your word-processing electronic file.

### Date of Memorandum

Date stamps are used for NOS memoranda. Therefore, do not type the date at the top of your memorandum.

### Heading and Subject Block

#### “Memorandum For:”

##### *Titles*

Insert the proper title(s) directly below the name of the person(s) to whom you’re sending the memorandum. For example:

Memorandum For: [Name]  
Under Secretary for Oceans and Atmosphere

If the addressee has no title, type the office in which he or she works.

Memorandum For: [Name]  
Office of Ocean and Coastal Resource Management

##### *Multiple Addressees*

Use the following format when addressing memoranda to two individuals, along with their titles:

Memorandum For: [Name]  
Assistant Secretary for Oceans and Atmosphere  
  
[Name]  
Deputy Under Secretary  
for Oceans and Atmosphere

You may list up to 10 groups or individuals on the “Memorandum For:” line. When addressing memoranda to the AAs and Staff Office Directors, remember to “cc” the Under Secretary (US), Assistant Secretary (AS), Deputy Under Secretary (DUS), and Chief Scientist.

Memorandum For: Assistant Administrators  
Staff Office Directors  
Etc.

Another option for addressing more than two individuals or groups is to insert “Distribution” on the “Memorandum For:” line and to list the recipients of the memo after the “Attachment” and “cc” information as follows:

Distribution:  
US - [Name]  
AS - [Name]  
DUS - [Name]

#### **“From:”**

##### ***Titles***

If the title of the sender is not printed on the letterhead you’re using, insert it directly under the sender’s name. For example:

From: Alan Neuschatz  
Chief Financial Officer/  
Chief Administrative Officer

If there is no title on the letterhead, type the office in which the sender works.

From: Robert Hunter  
Director, Office of Ocean and  
Coastal Resource Management

If the memo is from more than one person, add the additional names to the “From:” block as follows:

From: Alan Neuschatz  
Chief Financial Officer/  
Chief Administrative Officer  
  
Charles Challstrom  
Director, Office of National Geodetic Survey

##### ***Signatures***

Memoranda are signed to the right of the typewritten name on the “From:” line.

##### ***“Thru” Lines***

“Thru” lines are not used in NOS correspondence.

## **Request for High-Level Official Participation**

### **Department of Commerce Officials**

A scheduling request is prepared when requesting the participation of high-level DOC officials in an upcoming event (sample A-11). A transmittal memorandum with the NOS AA’s recommendation to the NOAA Under Secretary accompanies the request (sample A-8).

### **NOAA Officials**

When requesting participation by the NOAA Under Secretary, Assistant Secretary, or Deputy Under Secretary at an upcoming event, a memorandum, signed by the NOS AA, is prepared. A transmittal memorandum with the NOS Program or Staff Office Director’s recommendation that the invitation be signed and sent to the addressee accompanies the memorandum.

## **General Decision Memoranda**

If the AA or Program/Staff Director wishes to obtain approval from or recommend an action by the Under Secretary, Assistant Secretary, or Deputy Under Secretary for a certain activity, a decision memorandum is required.

“DECISION MEMORANDUM FOR THE UNDER SECRETARY” should be placed at the top of the page. The opening sentence should state the recommendation or request concisely, as shown in sample A-12. The ensuing paragraphs should present the facts, necessary background, options considered, positive and negative aspects of the decision, and a recommendation expressed clearly for approval or disapproval.

## Action and Information Memoranda for the Secretary

As in the case of all correspondence for the Secretary, brevity is important. Where necessary, additional material may be provided with an action memorandum under no more than five separate tabs. Also, information memoranda *should not* raise issues for decision. Consult samples A–13 and A–14 for guidance on formatting action and information memoranda for the Secretary.

### Attachment(s)

As mentioned in the previous chapter on letters, the word *Attachment(s)* is used when writing memoranda (see sample A–8), and *Enclosure(s)* is used when writing letters. Remember to use the proper verbiage in the body of your memo when referring to the additional documents. For example:

A list of NOAA employees is attached to this memorandum.

A list of NOAA employees is enclosed with this letter.

### Control Number, Drafter's Identification, and Revision Information

The final items on memoranda prepared for the NOAA Under Secretary's, Assistant Secretary's, Deputy Under Secretary's, or Chief Scientist's signature are the NOAA line office codes and the control number, and the lines identifying the drafter of the memo and who revised or edited it. As with letters (see sample A–10), you should type this information on a separate, nonletterhead sheet of paper in the following order:

cc: ES-DOC-OLIA-N:MB:PAC/CU-OARM

Control No.:72111

DRAFTED BY:BJSmith:N/MB/PACD:301-713-3070x123:qsz:1/31/00

REVISED:GCOS:MWeiss:COORDINATE:OCS:BGreenwalt:cmh:2/23/00

EDITS:N/MB/PACD:REdwing:301-713-3070:cmh:2/28(1);3/12(2)

Following is a breakdown of each of the components of the sample drafter's ID line, above:

BJSmith	Letter drafter's name
N	Abbreviation for NOS
MB	Abbreviation for drafter's office (Management and Budget)
PACD	Abbreviation for drafter's division (Policy, Analysis, and Communications Division)
301-713-3070x123	Drafter's complete phone number
qsz	Typist's initials
1/31/00	Date letter was prepared

The numbers in parentheses toward the end of the "Edits" line represent the number of rounds of edits that were necessary and the date the NOS reviewer (REdwing) sent the edited correspondence to the typist for revision.

### NOS Transmittal Memoranda

For every NOS transmittal memorandum that accompanies controlled correspondence, type the information about who drafted, revised, and edited the letters on the same page as the transmittal memo, as shown in sample A–8.

## V. Clearance Process for *Federal Register* Documents

The *Federal Register* (FR) is the official daily publication for proposed and final regulations, advance notices of proposed rulemakings, Executive orders and other Presidential documents, and notice documents for Federal agencies and organizations (e.g., notices of hearings and meetings, announcements of financial assistance programs, and availability of environmental impact statements and assessments). This section describes the clearance process for documents prepared for publication in the FR.<sup>1</sup> It updates the clearance process described in the memorandum dated January 13, 1998, “Clearance of Documents for Publication in the *Federal Register*,” signed by the Assistant General Counsel for Ocean Services (GCOS).

Specialized programs, such as the Damage Assessment Center, that work with other NOAA legal offices, should follow those offices’ procedures for clearance of FR documents (per a memorandum dated January 23, 1998, “Revised Clearance of Documents for publication in the *Federal Register*”).

### Drafting *Federal Register* Documents

FR documents should be drafted by the NOS Program or Staff Office with GCOS involvement. (Consult the *Federal Register Document Drafting Handbook*, October 1998 Revision, at [www.nara.gov/nara/fedreg/Draftres.html/#top](http://www.nara.gov/nara/fedreg/Draftres.html/#top) and the *Department of Commerce Grants Handbook* for information on how to prepare FR documents.)

NOS management may become involved in drafting FR documents, depending on the nature of the document and the rulemaking requirements. To expedite clearance, the Listing Document should be faxed to the Department of Commerce General Counsel (DOC/GC) (see sample A-15). DOC/GC will send the Listing Document to the Office of Management and Budget (OMB), if necessary, for the required 10-day notification period.

Rulemaking requirements must be incorporated into certain regulations and notices, including those set forth in:

- ▶ E.O. 12372 Intergovernmental Review
- ▶ E.O. 12612 Federalism Assessment
- ▶ E.O. 12866 Regulatory Planning and Review
- ▶ E.O. 12988 Civil Justice Reform
- ▶ E.O. 12630 Takings Impact Assessment
- ▶ Regulatory Flexibility Act
- ▶ Paperwork Reduction Act
- ▶ National Environmental Policy Act
- ▶ Small Business Regulatory Enforcement Fairness Act
- ▶ Unfunded Mandates Reform Act of 1995

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<sup>1</sup> The Administrative Procedures Act defines “rule” broadly to mean “the whole or part of an agency statement of general or particular applicability and future effect designed to implement, interpret, or prescribe law or policy or describing the organization, procedure, or practice requirements of an agency...” With certain limited exceptions, rulemakings (the “agency process for formulating, amending, or repealing a rule”) must be published in the *Federal Register*.

## Clearance for *FR* Notices Announcing the Availability of Financial Assistance Funds

Effective October 1, 2001, programs' notices that announce the availability of financial assistance need include only the following sentence: "The Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements contained in the *Federal Register* notice of October 1, 2001 (66 *FR* 49917) are applicable to this solicitation." This sentence replaces the previously used paragraphs of boilerplate standard provisions, or the "generic" DOC policies.

### Clearance Package Contents

All clearance packages for *FR* notices announcing the availability of financial assistance funds should contain the following documents:

1. Five originals of the *FR* notice.
2. A transmittal memo from the NOS Assistant Administrator (AA) to the Under Secretary for Oceans and Atmosphere (see sample A-16), which must:
  - state whether the rule is "CONTROVERSIAL" or "NON-CONTROVERSIAL";
  - have a signature/clearance line for the NOAA General Counsel (GC); and
  - have a signature/approval line for the NOAA Under Secretary.
3. A transmittal memo from the NOS AA to the Chief Counsel for Regulation, Department of Commerce (see sample A-17).
4. A transmittal memo from the Office Director to the NOS AA if there is additional information the Director wants to relay that is not contained in the memo to the NOAA Under Secretary (see sample A-18).
5. A DOC Assistance Program *Federal Register* Review form (see sample A-19) signed and dated by the reviewers, who include the:
  - appropriate Program Office,
  - NOS AA,
  - Federal Assistance Law Division,
  - Grants Officer,
  - Office of Executive Assistance,
  - Office of Information Collection, and
  - Assistant General Counsel for Legislation and Regulation.
6. An original Listing Document (see sample A-15) that is transmitted to OMB via DOC.
7. A Checklist of Minimum Requirements for the Preparation of Federal Register Notices Announcing the Availability of Financial Assistance Funds (see sample A-20).
8. A memo certifying the document diskette (if being provided to the *FR*), signed by the NOS AA, DAA, or CFO/CAO at the time the document is signed (see sample A-21).

### Clearance Process

The drafter of the *FR* document initials the routing slip and forwards the package to the GCOS (or other appropriate legal office) and to the Program or Staff Office Director for clearance. The package is then sent to the NOS *Federal Register* Liaison Officer or to the Alternate NOS *Federal Register* Liaison Officer for clearance.

The NOS CC is responsible for obtaining AA clearance. The CC forwards a copy of the document and original transmittal letters to NOAA's ES and retains the original document for signing upon approval by NOAA and DOC. *The document **must not be signed before** it is sent to ES; **it is signed after** final DOC and NOAA clearance and approval have been obtained.*

ES splits the document package into two parts for concurrent review by the NOAA/GC and the DOC Chief Counsel of Regulation:

1. One part of the package is cleared through the NOAA/GC, the Program Coordination Office, and the Assistant Secretary, and then is sent to the Under Secretary for concurrence. The Under Secretary's concurrence is forwarded to the DOC/GC.

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<sup>2</sup> DOC/GC does not review the following types of notice documents: (1) notices regarding advisory committee and other meetings, symposia, workshops, and conferences; (2) notices of hearings; (3) notices announcing the receipt of an application or petition and requesting public comment thereon; and (4) notices regarding the availability of licenses on patents owned by the Federal Government.

2. ES forwards the other part of the package to the DOC Chief Counsel of Regulation.<sup>2</sup> Upon receiving a copy of the NOAA Under Secretary's concurrence, the Chief Counsel assigns a docket number to the document and returns the package to the NOS CC through the NOAA ES.

Approved document packages are sent back to the NOS CC through the NOAA ES. Rule documents are cleared by the DOC/GC, given a docket number, and returned to the NOS CC. The NOS CC returns the document to the *FR* drafter to make necessary changes and to apply the RIN and docket number. The drafter then returns the document to the NOS CC to obtain the AA's, Deputy Assistant Administrator's (DAA's), or CFO/CAO's signature.

### **Emergency Clearance**

Emergency documents (e.g., emergency regulations) must comply with the same procedures as regular rules, but will be processed on an expedited track. GCOS will work with the Program Office to assist in expedited clearance of emergency documents.

### **Transmittal of Document to the *Federal Register***

The NOS CC forwards approved *FR* documents to the NOS AA for signature. The AA, DAA, and Chief Financial Officer/Chief Administrative Officer (CFO/CAO) are the only NOS officials authorized to sign *FR* documents. The signature line on the document must reflect the title of the person signing the document—one person may not sign for another.

The three signed originals are then returned to the appropriate Program or Staff Office to send to the Office of the Federal Register (OFR). A diskette with the document in ASCII text or Word Perfect (6.1 or earlier) format may also be included to expedite OFR's review. If so, it should be accompanied by a disk certification memo (sample A-21), prepared by the NOS *Federal Register* Liaison Officer or the Alternate NOS *Federal Register* Liaison Officer, and signed by the NOS AA, DAA, or CFO/CAO.

### **Transmittal of Final Rules to Congress and the General Accounting Office (GAO)**

Before they can take effect, all final and interim final rules must be sent to both Houses of Congress and GAO, pursuant to the Congressional Review Act. In lieu of transmittal letters, the "Submission of Federal Rules under the Congressional Review Act" form should be used when sending rule documents to Congress and GAO.<sup>3</sup> (See sample A-22.) The form should be completed and included in the *FR* document package. The form can be found on the OMB ([www.whitehouse.gov/omb/inforeg](http://www.whitehouse.gov/omb/inforeg)) and GAO ([www.gao.gov](http://www.gao.gov)) home pages.

## **Clearance for *FR* Documents Announcing NOS Noncompetitive Activity**

### **Clearance Package Contents**

The clearance package for *FR* documents announcing NOS noncompetitive activity should contain the following documents:

1. Five originals of the *FR* notice.
2. A transmittal memo from the NOS AA to the Under Secretary for Oceans and Atmosphere (see sample A-16), which must:
  - state whether the rule is "CONTROVERSIAL" or "NON-CONTROVERSIAL";
  - have a signature/clearance line for the NOAA General Counsel (GC); and
  - have a signature/approval line for the NOAA Under Secretary.
3. A transmittal memo from the NOS AA to the Chief Counsel for Regulation, Department of Commerce (see sample A-17).
4. A transmittal memo from the Office Director to the NOS AA if there is additional information the Director wants to relay that is not contained in the memo to the NOAA Under Secretary (see sample A-18).

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<sup>3</sup> Memorandum dated February 16, 1999, "Submission of Federal Rules Under the Congressional Review Act," signed by Michael Levitt, Assistant General Counsel for Legislation and Regulation, Department of Commerce, and Memorandum dated January 12, 1999, "Submission of Federal Rules under the Congressional Review Act," signed by Jacob J. Lew, Director, Office of Management and Budget.

## Clearance Process

For the most part, the clearance process for *FR* Notices Announcing NOS Noncompetitive Activity is the same as that for *FR* Documents Announcing the Availability of Financial Assistance Funds. The one area where the clearance process differs is that the former document is not concurrently reviewed by the NOAA/GC and the DOC Chief Counsel of Regulation:

1. Like the review process for *FR* Documents Announcing the Availability of Financial Assistance Funds, one part of the package is cleared through the NOAA/GC, Program Coordination Office, and Assistant Secretary and is then sent to the Under Secretary for concurrence. The Under Secretary's concurrence is sent to the DOC/GC.
2. However, after the ES forwards the other part of the package to the Chief Counsel of Regulation, the DOC/GC sends it out for review within the Department as appropriate. For rule documents, the Chief Counsel sends a memo to the Small Business Administration regarding the Regulatory Flexibility Act, and another to OMB regarding E.O. 12866 (both essentially pertain to the significance of the rule).<sup>4</sup>

## Transmittal of Document to the *Federal Register*

The transmittal process for *FR* Notices Announcing NOS Noncompetitive Activity is also similar to that for *FR* Documents Announcing the Availability of Financial Assistance Funds, except that the diskette certification memo (sample A-21) is prepared by the Program or Staff Office for the NOS Federal Register Liaison Officer's signature, rather than by the NOS AA, DAA, or CFO/CAO.

## Clearance for Other *Federal Register* Notices

Other *Federal Register* documents include:

- notices regarding advisory committee and other meetings, symposia, workshops, and conferences;
- notices of hearings;
- notices announcing the receipt of an application or petition and requesting public comment; and
- notices regarding the availability of licenses on patents owned by the Federal Government.

## Clearance Package Contents

The clearance package for *FR* notices should contain the following documents:

1. Five originals of the *FR* notice.
2. A transmittal memo from the Program or Staff Office Director to the NOS AA, including any additional information the Director wants to relay to the AA that is not contained in the *FR*.
3. *Optional:* A memo certifying the document diskette (sample A-21) (if being provided to the *FR*), signed by the NOS AA, DAA, or CFO/CAO.

## Clearance Process

The drafter of the *FR* document initials the routing slip and forwards the package to the appropriate General Counsel office and then to the Program or Staff Office Director for clearance. The package is then sent to the NOS *Federal Register* Liaison Officer or to the Alternate *FR* Liaison Officer for clearance.

The package is submitted to the NOS CC to obtain the signature of the NOS AA, DAA, or CFO/CAO. The NOS CC then sends the signed document package back to the originating Program or Staff Office.

## Transmittal of Other Notices to the *Federal Register*

The transmittal process for other *FR* notices is the same as for *FR* Notices Announcing NOS Noncompetitive Activity. If needed, the disk certification memo (sample A-21) is signed by the NOS *FR* Liaison Officer or the Alternate *FR* Liaison Officer. A copy of the signed *FR* notice should be provided to the NOS *FR* Liaison Officer or Alternate *FR* Liaison Officer.

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<sup>4</sup> The drafter and GCOS prepare these documents and include them in the document package for DOC/GC.

## VI. Congressionally Mandated Reports

Although agencies can originate reports to Congress on their own initiative, most reports are mandated through Public Laws or in their accompanying Committee Reports. Guidance on what the Committee expects the report to address, as well as a due date, are typically provided in the Public Law or accompanying Committee Report.

Many reports are assigned to NOS via NOAA's House and Senate Appropriations Committees. Others are assigned via NOAA's primary House and Senate Authorization Committees, or other House and Senate Committees that may have some jurisdiction over, or interest in, a particular NOS program. Which Committee assigns the report to NOS determines whom the transmittal letters accompanying the report will be sent to on Capitol Hill, as well as who signs the transmittal letters. Reports may also be assigned by Congress as joint or inter-agency reports, and a lead agency is usually assigned. These types of reports typically are more difficult to produce and pass through the clearance process due to the need for cross-agency coordination.

Other than a few simple guidelines, there is no set or required format for reports to Congress. They can vary from as simple as a letter to a bound, four-color publication with illustrations, graphics, etc. The format selected by the agency depends on the issues Congress is addressing, whether the report will be widely distributed outside of Congress, and the amount of resources the agency is willing to invest. Sometimes it is necessary to engage external consultants if independent research and findings are needed to maintain credibility. The type of report should be determined early in the process, and program offices should consult with NOS if they need advice.

The Policy, Analysis and Communications Division (PACD) is responsible for the overall coordination, clearance, and tracking of all congressional reports assigned to NOS. PACD will recommend a program office to be the lead for producing a report, and will request a point of contact within that office. The NOS Correspondence Coordinator (CC) will coordinate with NOAA's Executive Secretariat (ES) to have the report assigned a NOAA controlled correspondence number.

If a report will be very complex and/or controversial, a briefing should be held with the NOS Assistant Administrator (AA), Deputy Assistant Administrator (DAA), Chief Financial Officer/Chief Administrative Officer (CFO/CAO), and any other affected parties to discuss strategies and obtain guidance on how to proceed to minimize false starts and misdirection. It may be useful to prepare a draft outline for the briefing, containing short descriptions of how the report will be approached.

### General Guidelines

#### Report Title

The title of the report is generally derived from the language that mandates the report. It should be brief and should describe what the report addresses. For example:

The Hypoxia Research and Control Act calls for "an integrated assessment of hypoxia in the northern Gulf of Mexico."

The resulting report is entitled:

Hypoxia in the Northern Gulf of Mexico: An Integrated Assessment

## Introductory Language

The first section of text in the report, regardless of its heading (e.g., Introduction, Background) should cite the document requesting the report (House/Senate Report, Conference Report, or Public Law), and the exact language that mandates the report. The language should not be paraphrased or interpreted in any way. Occasionally, several Committee reports and bills may have to be cited to provide full information. The introduction to the hypoxia report just cited contains the following language:

In October 1998, Congress passed the Hypoxia Research and Control Act, which the President signed into law as P.L. 105-383 on November 13, 1998. This law calls for “an integrated assessment of hypoxia in the northern Gulf of Mexico that examines: the distribution, dynamics and causes; ecological and economic consequences; sources and loads of nutrients transported to the Gulf of Mexico; effects of reducing nutrient loads; methods for reducing nutrient loads; and the social and economic benefits of such methods.” P.L. 105-383 also calls for the development of a plan of action to reduce, mitigate, and control hypoxia in the northern Gulf of Mexico. . . . This integrated assessment is intended to provide scientific information to both specialists and nonspecialists as a basis for the Action Plan.

## Budget Information

Reports should not directly or indirectly solicit resources that have not already been identified in the President’s Budget Request. Any budget numbers that are identified or discussed should have their origin clearly identified. However, reports may provide estimates of what it would cost to accomplish an activity or to procure a service or item, as long as the reports do not request or commit NOAA to such an action.

## Acknowledgments and Seals

If the report will be produced as a bound publication, there are specific requirements for the agency and department acknowledgments and seals, as well as for their placement, in the document. Please consult with NOAA Public Affairs via the NOS PACD communications staff. (See the inside front cover of this Guide for contact information.)

## Clearance Process

Program Offices should allow a *minimum* of 6 weeks for a report to clear through NOS, NOAA, the Department of Commerce (DOC), and the Office of Management and Budget (OMB). Therefore, the report should be delivered to PACD for review at least 6 weeks before the mandated congressional due date.

The report will be cleared *internally* within NOS in the following sequence:

- ▶ Program or Staff Office Director
- ▶ General Counsel for Ocean Services (GCOS)
- ▶ NOS Management and Budget PACD
- ▶ NOS Assistant Administrator

It is highly recommended that the lead Program or Staff Office coordinate the report’s development and review with other NOS Program or Staff Offices, and/or other appropriate NOAA Line Offices to minimize delays once the report enters into the official clearance process. Another step that can help minimize internal clearance is concurrent review with GCOS and PACD.

The NOS Correspondence Coordinator will forward the report to NOAA’s Office of Executive Secretariat for *external* clearance by the Offices of Finance and Administration, Legislative Affairs, Policy and Strategic Planning, Program Coordination, and other NOAA offices, if affected. NOAA will forward five copies of the report, with necessary revisions, to DOC. DOC will clear the document and send it to OMB for clearance. OMB will distribute the report to other Federal agencies for comment as required.<sup>5</sup>

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<sup>5</sup> For reports mandated by Committees other than NOAA’s Appropriations Committees, the requirement for clearance by DOC and OMB depends on the level of budget and policy issues the particular report addresses.

## Transmittal Memoranda and Letters

Part of submitting a report includes the generation of a series of transmittal memoranda and letters, which generally use the same or very similar text. As shown in the sample memorandum A-23, the text should cite the requirement for the report (legislation and language), briefly summarize the main body of the report, and convey any major findings or recommendations.

### Reports Assigned by Appropriations Committees

If the report to Congress was mandated via an Appropriations Committee, both internal and external transmittal correspondence must be prepared:

- ▶ Internal transmittal memoranda from the Program Office to NOAA are required in the following sequence:

TO: Assistant Administrator  
FROM: Program Office Director

TO: Under Secretary for Oceans and Atmosphere  
FROM: Assistant Administrator

TO: DOC Chief Financial Officer and Assistant Secretary for Administration  
FROM: Under Secretary for Oceans and Atmosphere

TO: OMB Deputy Associate Director for Transportation, Commerce, Justice, and Services Division  
FROM: DOC Chief Financial Officer and Assistant Secretary for Administration

- ▶ External transmittal letters from the Administration to Congress should be addressed as follows:

TO: House and Senate Appropriations Committee Chairs and Ranking Members, and the House and Senate Appropriations Commerce, Justice, State and the Judiciary Subcommittee Chairs and Ranking Members  
FROM: DOC Chief Financial Officer and Assistant Secretary for Administration

### Reports Assigned by Other Committees

If the report was assigned via a Committee other than Appropriations, transmittal letters from the Under Secretary to Congress are required:

TO: Assistant Administrator  
FROM: Program Office Director

TO: NOAA Under Secretary for Oceans and Atmosphere  
FROM: Assistant Administrator

TO: House and Senate Committee and Subcommittee Chairs and Ranking Members of the requesting Committees and Subcommittees  
FROM: NOAA Under Secretary for Oceans and Atmosphere

Only one letter needs to be generated to the Chair of the full Committee, and a list should be provided of the other members to whom a report is being sent, as shown in sample A-24.

Copies of the report may also be transmitted to other members as appropriate beyond the required transmittals listed above.

## VII. Capitalization

Following are some words typically used in NOS controlled correspondence. For additional guidelines on capitalization not covered in this section, refer to the 2000 U.S. Government Printing Office (GPO) *Style Manual*. To obtain a copy of the *Style Manual*, contact GPO.

### Levels of Government

Nation, Union (synonym for United States)  
a nation, nationwide, national  
Federal, Federal Government (referring to U.S. Government)  
Federal, State, and local governments  
Kansas City, city of Kansas  
New York State, State of New York

### Administrative Titles

Capitalize with name and when standing alone if a Federal position, e.g.:

Chairman of the Board of Directors, the Chair  
chairman of the Appropriations Committee (congressional), Chairman Davis  
assistant treasurer at New York  
John Smith, director of engineering; Director of Engineering John Smith

Also apply the same guidelines to:

Chair, Comptroller, Director, Secretary, Under Secretary, Treasurer, Assistant Treasurer, etc.

### Executive Branch

Chief Executive, the Executive, Executive order, executive branch, executive agreement  
President-elect, the former President, a Presidential order, Presidential  
the Kennedy Administration, the Administration

### Legislative Branch

the 95th Congress, congressional  
U.S. Senate, the Senate, senatorial  
House of Representatives, the House (U.S.), both Houses of Congress, the lower House  
Member (of Congress), congressional members (of a committee)  
John Smith, Governor of Virginia; the Governor

## Judicial Branch

Capitalize *court* if standing alone only when referring to the U.S. Supreme Court or to an international court, e.g.:

U.S. Supreme Court, the Supreme Court, the Court  
Supreme Court of Virginia, the supreme court, the court  
Court of Claims, the court  
Permanent Court of Arbitration, the Court  
the judiciary

## Legislation

Capitalize when part of a title, and lower case when standing alone, e.g.:

Clean Water Act, the act  
General Agreement on Tariffs and Trade, the agreement  
Article 15: Uniform Code of Military Justice, article 15

## Organizations

Capitalize with the name and when standing alone only if a Federal or international unit, e.g.:

Maritime Administration, the Administration  
Environmental Protection Agency, the Agency

Also apply the same guidelines to:

Association, Authority, Board, Commission, Company, Corporation, Council, Department, Institute, Institution, Office, Organization, Service, etc.

## Uniformed Services

U.S. Army, the Army  
U.S. Navy, the Navy, navy yard  
Marine Corps, the corps, Marines (the corps), marines (individuals)  
Merchant Marine Reserve, the Reserve, a Reserve officer, U.S. merchant marine, the merchant marine

## Geographic Regions

Pacific Coast States, Gulf Coast States, Northern States, Southern United States  
Atlantic coast, gulf coast, east coast (U.S.), Atlantic seaboard  
the East, down South, west of the Corn Belt, the Northeast corridor, Upper Peninsula (the peninsula), the Southwest, Northwest Pacific  
eastern Wisconsin, the north-central region

## Fiscal/Calendar Years and Seasons

Do not capitalize fiscal year when spelling it out.

fiscal year, fiscal year 2002, FY 2002, FY 2002-04  
calendar year, calendar year 2002, CY 2002, CY 2002-04  
autumn, winter, summer, spring

## VIII. Punctuation

### Comma

#### Dates

Set off the year with commas before and after when both the month and day precede it, but not when only the month precedes it.

He lived in New York between May 1, 1999, and December 12, 2000, and then moved to New Jersey.

The training papers were processed in May 1987.

#### Geographic Elements

Set off the state from the city with commas before and after the name of the state.

He moved to Tulsa, Oklahoma, and lived there for 2 years.

#### Names and Titles

Use a comma to separate a person's name and title. Unless the title is at the end of a sentence, it should also be followed by a comma.

NOAA will be represented by D. James Baker, Under Secretary for Oceans and Atmosphere, and National Ocean Service Acting Assistant Administrator Margaret A. Davidson.

Insert a comma before *Jr.* and *Sr.*, but not before *II*, *III*, etc.

If you need any additional information, please contact John Jones, Jr.,  
or Michael Smith III at (301) 713-2000.

#### Names of Organizations

Unless *Inc.* and *Ltd.* are at the end of a sentence, they should be preceded and followed by a comma.

Smith & Jones Co., Inc., opened a new store.

#### Series of Items

Insert a comma before the coordinating conjunction (e.g., *and*, *or*) connecting the last item in a series.

The tablecloths came in red, white, and blue and in small, medium, and large.

#### Quotation Marks

Periods and commas always fall inside quotation marks; colons and semicolons always fall outside.

The correct position of quotation marks with question marks and exclamation points depends on the context of the sentence.

The ambassador asked, "Then why are these men so close to our borders?"

(The question is only part of the entire sentence.)

Why was he trembling when he said, “I’m here to open an inquiry”?  
(The entire sentence is a question.)

Use quotation marks for names of specific titles of articles, unpublished materials, titles of chapters within books, and papers read at a meeting.

A recent article, “NOAA’s New-Wave Technologies,” was published in the December 1999 issue of *Technology Today*.

## Parentheses

If the words within parentheses constitute a full sentence, the closing punctuation (i.e., period, question mark, exclamation point, quotation mark) should be inserted inside the closing parenthesis.

They went to the zoo on Thursday. (Little did they know they’d be treated to new-born pandas!)

However, if the words within parentheses constitute only part of a sentence or phrase, the closing punctuation should be inserted outside the closing parenthesis.

When they went to the zoo, they saw the new-born pandas (which was quite a surprise).

When using parentheses with numbers, always include an opening parenthesis with the closing parenthesis.

The American flag has three colors: (1) red, (2) white, and (3) blue.

## Apostrophe

### With Possessives

To create a possessive with a word ending in *s*, add the apostrophe only (not *’s*).

NOS’ annual report was published in February 2000.

### With Plurals

Do not insert an apostrophe before *s* to create plurals of acronyms and years. Reserve the apostrophe to denote a possessive, rather than a plural.

They met several times during the 1990s.

Two Inspectors General (IGs) ruled on the issue.

The IGs’ ruling was justifiable.

## Hyphens and Compound Words

For information on hyphenating words, consult the 2000 GPO *Style Manual*.

### Single Hyphen (“En” Dash)

Use a single hyphen (an “en” dash) with any combination of figures or capital letters, e.g.:

Apartment 3-A, \$20–\$30, 4–5 days

### Double Hyphen (“Em” Dash)

Use a pair of double hyphens (an “em” dash) in a sentence to mark an abrupt change in thought, or to clarify a word or phrase, instead of using commas or parentheses. Do not insert spaces on the far sides of the dashes.

These are shore deposits--gravel, sand, and clay--but marine sediments underlie them.

## Fractions

Hyphenate all fractions.

He spent one-quarter of his salary on housing and one-eighth on food.

## Prefixes and Suffixes

Use a hyphen to join a prefix to capitalized—but not to uncapitalized—words.

nongovernmental, non-Government

unanticipated, un-American

For detailed guidelines on hyphenating prefixes and suffixes, consult the 2000 GPO *Style Manual*.

**Compound Words**

Consult the 2000 GPO *Style Manual* for guidance on compounding words. If the words you're researching aren't listed in these pages, check the dictionary. If they're not listed in the dictionary as a compound, treat them as two or more words.

**Bullets**

Use the automatic bullet button on your word processing software toolbar, or indent lists of bullets five spaces in from the left margin.

## IX. Abbreviating and Spelling Out Words and Numbers

For a list of common abbreviations and scientific terms not covered in this Guide, consult the 2000 GPO *Style Manual*.

### Names, Titles, and Addresses

When preparing the address block for a letter, you may abbreviate words in the addressee's title (e.g., CEO) only on the envelope or address label, *not* on the letter itself. You may abbreviate words in the name of the addressee's organization (e.g., Co., Inc.) only if they are also abbreviated on the addressee's letterhead.

John Smith  
President and Chief Executive Officer  
Public Financing and Accounting Co., Inc.

The following and similar forms are used after a name:

Esq., Jr., Sr. (preceded by a comma)  
2d, 3d (or II, III) (not preceded by a comma)  
LL.D, M.D., Ph.D, etc.

The abbreviation *Esq.* and other titles, such as *Mr.*, *Mrs.*, and *Dr.*, should not appear with any other title or with abbreviations indicating scholastic degrees:

John Smith, Esq. (not Mr. John Smith, Esq.)  
George Gray, M.D. (not Dr. George Gray, M.D.)

Use the abbreviations *Messrs.* (*messieurs*) and *Mmes.* (*mesdames*) when referring to more than one man or woman, or insert *Mr./Ms.* twice:

We greatly appreciate the tireless efforts of Messrs. Ruckelshaus (U.S.) and Strangway (Canada).

We greatly appreciate the tireless efforts of Mr. Ruckelshaus (U.S.) and Mr. Strangway (Canada).

Spell out civil and military titles when used with the surname alone. Abbreviate them when used with full names.

Governor Whitman and Senator Dodd attended the service.  
Gov. Christine Todd Whitman and Sen. Christopher J. Dodd attended.

### Geographic Terms

When preparing the address block for a letter, you may abbreviate words in the address (e.g., *St.*, *OH*) only on the envelope or address label, *not* on the letter itself.

100 Center Street  
Groveport, Ohio 43125-0329

Spell out *United States* when used as a noun; abbreviate it when used as an adjective:

While touring the United States, he visited Washington, D.C., and sat in on a session of the U.S. Supreme Court.

## Government Agencies and Organizations

Spell out the name of a government agency or organization when you first use it, and include its shortened name immediately after it in parentheses *only* if the acronym will be repeated in the body of the letter. From then on, use the acronym when referring to that agency or organization.

I was pleased that you agree with the co-management principle described in the Final Environmental Impact Statement/Management Plan (FEIS/MP). If you establish a State corporation, the National Oceanic and Atmospheric Administration (NOAA) and the corporation could then enter into the proposed memorandum of understanding (MOU) on management, a version of which was published in the FEIS/MP.

*Company* and *Corporation* should be spelled out in names of Federal Government units.

Panama Railroad Company Commodity Credit Corporation

## Legislative Terms

See 33 U.S.C. sec. 9102.

The final rule was published in Vol. 64, No. 175, of the *Federal Register* on September 10, 1999.

*John Doe v. Richard Roe* et al. (Use *v.* instead of *vs.* for *versus*, and do not insert a period after the *et* in *et alia.*)

## Days, Months, and Years

Spell out days of the week and months of the year when used in the main body of your letter or memorandum. You may abbreviate them if your correspondence contains an abbreviated list or table, such as a schedule of events for an upcoming conference. But you should always spell out *May*, *June*, and *July*.

March 6 to April 15, 2000

The correct abbreviations for fiscal year and calendar year are:

FY 2001

CY 2001

## Numbers and Units of Measure

### Ordinal Numbers

Abbreviate the ordinal numbers *second* and *third* as:

2d, not 2nd

3d, not 3rd

92d Congress

### Whole Numbers

Spell out whole numbers of 9 or lower, including street names. Use figures for whole numbers of 10 or higher, with the exception of the first word of a sentence.

Twenty men marched alongside 25 women in the parade on Saturday.

On Saturday, 20 men and 25 women marched in the parade.

We walked over to 27 E. Sixth Street, and then up to 355 W. 22d Street.

When two or more numbers appear in a sentence, and one of them is 10 or higher, use figures for all numbers.

The man has three suits, two pairs of shoes, and four hats.

The man has 3 suits, 2 pairs of shoes, and 10 pairs of socks.

### Very Large Numbers

For typographic appearance and easy grasp of large numbers, use the words *million*, *billion*, and *trillion*.

The land alone cost \$2.5 million (not \$2,500,000).

### Fractions

Fractions with whole numbers should be figures. Fractions standing alone should be spelled out.

He lost the race by one-tenth of a second.

There were 2½ times as many dogs as cats.

## Units of Measure

As a rule, spell out units of measure—e.g., kilometers, percent—but not the numbers that precede them.

A team of four 9-year-old boys ran the 1-mile relay.

## Time of Day

Abbreviate references to *meridian* (i.e., *ante meridian* (a.m.) and *post meridian* (p.m.)) as follows:

10 a.m.

2:30 p.m.

## Dates and Years

Use ordinal numbers when citing dates only when the day precedes the month:

We flew to New York on the 16th of October.

On October 16 we flew to New York.

Spell out *fiscal year* (lower case) the first time you use it, and insert (FY) directly after it. When abbreviating it, use capital letters, as shown in the example below. It is preferred that all four numbers of the year be used.

The fiscal year (FY) 1999 budget was completed on schedule, as were the budgets for FY 2000 and FY 2001. We have comprehensive sales data for FY 1991–99.

When citing a span of years, use the last two numbers for the most current end of the range, except for changes in centuries:

1900–03; 1992–95; 1999–2000; 2001–05

## Temperature

When using the degree mark (°), leave a space between it and the number preceding the mark, and abbreviate *Celsius* (C) and *Fahrenheit* (F) directly after the mark.

100–103 °C

## Number Preceding Compound Modifier

Spell out numbers of less than 100 preceding a compound modifier containing a digit.

He purchased twelve 6-inch rulers.

## X. Italics and Word Usage

### Italics

#### Names of Vessels

The names of ships are italicized unless otherwise indicated. NOAA ships are always capitalized, while non-NOAA ships are not.

the *EXXON Valdez*  
the NOAA ship *RUDE*, the *RUDE*  
U.S.S. *Nautilus*, the *Nautilus*  
Coast Guard cutter *Thetus*, the *Thetus*

#### Names of Legal Cases

The names of legal cases are italicized, except the *v.* However, if the entire text is set in italics, the names of legal cases are set in roman, with the *v.* italicized.

*John Doe v. Richard Roe et al.*

#### Titles of Published Materials

Use italics for names of journals, newspapers, periodicals, books, and movies.

The final rule was published in the *Federal Register*.

### Common Errors in Spelling and Word Usage

#### Plurals Not Ending in “s”

Certain plural words (e.g., *data* and *criteria*) are often incorrectly treated as a singular noun, because they don’t end in *s*. *Datum* is the singular form of the plural *data*, and *criterion* is the singular form of *criteria*.

The data are (or the datum is) very reliable.

The most important criterion was (or criteria were) accountability.

#### Similarly Spelled Words

Many words that are similarly spelled are often misused in context. Following are some examples of proper usage of similarly spelled words.

Please be assured that we will do our best to ensure that your property is fully insured.

The earthquake and its after-effects affected her significantly.

It’s Saturday, the day of the week when the store has its biggest sales.

The U.S. Capitol (the building) is a prominent landmark in Washington, D.C., the Nation’s capital.

## Bad Line Breaks

Avoid breaking up a date or a person's name if you run out of space at the end of a line. Reword the sentence or leave the line short.

For the position of executive director, I am nominating  
John Shackleford.

The executive committee voted on the conference agenda on  
June 13, 1994.

## Gender-Free Terminology

Whenever possible, eliminate any references to gender.

Each student should bring a (not his) permission slip.

All students should bring their permission slips.

adulthood	<i>not</i>	manhood or womanhood
artificial	<i>not</i>	man made
business executive	<i>not</i>	businessman, businesswoman
chair, presiding officer, leader	<i>not</i>	chairman, chairwoman
fisherman <sup>6</sup>	<i>not</i>	fisher, fisherwoman
four-member commission	<i>not</i>	four-man commission
hours worked, work hours, staff hours	<i>not</i>	man hours
humanity	<i>not</i>	mankind
Member of Congress	<i>not</i>	Congressman, Congresswoman
personnel, worker, work force	<i>not</i>	manpower
police officer	<i>not</i>	policeman, policewoman
reporter	<i>not</i>	newsman

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<sup>6</sup> NOAA and representatives of the fishery industry have agreed to continue to use fisherman for *reference* to a male or female.



## **Appendix – Sample Forms and Formats**

The sample letters and memoranda in this appendix provide detailed guidance on formatting NOS correspondence. Your correspondence should include the same number of paragraph marks as on the samples, and your tabs should be set at the same locations on the ruler that appears on the samples and at the top of your word-processing electronic file. Keep your correspondence to one page whenever possible, and do not automatically number the pages of your correspondence.

## NOAA CORRESPONDENCE CONTROL SLIP

TYPE : Decision  
In Clearance

NOAA CONTROL #: 73438  
N CONTROL #: 103

D	TODAY :	01/24/00	DATE DUE ES :	01/25/00
A	RECEIVED :	01/24/00		
T	ON DOCUMENT :	01/19/00		
E		01/24/00		

FROM : Margaret A. Davidson  
TITLE/ORG : National Ocean Service, NOAA  
ON BEHALF OF : Deputy Under Secretary, NOAA

ACTION BY : Nat Ocean Svc (NOS)  
FOR SIGNATURE : Deputy UnderSec  
SALUTATION :

SUBJECT : Federal Register Notice/Coastal Ocean Program Supplemental  
: Notice of Funds Available for the Global Ocean Ecosystems  
: Dynamics (GLOBEC) Research Project

NOTE :  
:

CC : ES-GC-PCO-AS-OGC

CODE	CLEARER	ACTION	COMMENT	DATE
N	Foster	Prepared		01/24/00
ES	Kohler	Review		1/24/00
GC	Dorskind	Clearance		1/24/00
PCO	Group	Clearance		1/24/00
AS/DAS	Yozell	Clearance		2/03/00
AS	Gudes	Signature		2/03/00
ES	Washington	Disposition		2/03/00

IF THE REQUIRED RESPONSE WILL NOT BE SUBMITTED TO THE NOAA ES  
BY THE DUE DATE, PLEASE CONTACT THE NOAA ES AT 202-482-2985.

# PINK "A" PRIORITY ES/OS CORRESPONDENCE CONTROL SLIP A-2

## Folder

From	Sunia, Tauese
To/Owner	EXECSEC (Group)
Addressed To	Secretary Evans
Classification	Executive Secretariat
Subject	Re-nomination of Lelei Peau for the Marine Protected Areas Federal Advisory Committee
Keyword Summary	
Mail Type	Letter
Folder Types	A Priority - Secretary's Signature
Tracking ID	01-001557-C
Folder ID	3135
Created By	Debnam, Barbara 09/25/2001
Modified By	Debnam, Barbara 09/25/2001
Date Sent	09/04/2001
Date Received	09/25/2001
Date Due	10/02/2001
Date Closed	

## Attachments

Description	Type	Classification	Owner	Created Modified
-------------	------	----------------	-------	------------------

## Assignments

Action	Requested Activity	Response Notes	Assigned To	Assigned By	Status	Work Sequence	Date Assigned	Date Due	Date Closed
Copy and Distribute	cc: ES, OLIA, OBL, WHL, TM, OPSP, BD		ESRC (Group)	Debnam, Barbara	Active		09/25/2001	09/25/2001	
Prepare Response for Secretary's Signature			NOAA (Group)	Debnam, Barbara	Active		09/25/2001	10/02/2001	

**"A"**  
**PRIORITY**

## A-3 PINK NOAA CORRESPONDENCE CONTROL SLIP

## NOAA CORRESPONDENCE CONTROL SLIP

TYPE : Request  
Open

NOAA CONTROL #: 76299  
S CONTROL #: 1557

D TODAY : 09/26/01  
A RECEIVED : 09/26/01  
T ON DOCUMENT : 09/04/01  
E 09/26/01

DATE DUE ES : 10/01/01

**CLOSED**

FROM : Tauese P.F. Sunia  
TITLE/ORG : Governor of American Samoa  
ON BEHALF OF : Lelei Peau  
Secretary

ACTION BY : Nat Ocean Svc (NOS)  
FOR SIGNATURE : Secretary, DOC  
Governor Sunia

SUBJECT : Support Nomination of Lelei Peau for Marine Protected Areas  
(MPAs) Federal Advisory Committee  
:

NOTE : Electronic Transmission

CC : ES-GC-LA-PCO-DUS-EXSEC

CODE	CLEARER	ACTION	COMMENT	DATE
N	Davidson	Action	Filed 9/26	9/28/01
ES	Kohler	Review		10/01/01
LA	Nethercutt	Clearance	2:00p on file for	10/11/01
GC	O'Connor	Clearance		10/13/01
PCO	Group	Clearance		1/1/
DUS	Gudes	Signature		1/1/
S	Evans	Signature		1/1/
ES	Peterson	Disposition		1/1/

IF THE REQUIRED RESPONSE WILL NOT BE SUBMITTED TO THE NOAA ES  
BY THE DUE DATE, PLEASE CONTACT THE NOAA ES AT 202-482-2986.



# NOAA/NOS Controlled Correspondence

PRINTED: 1/31/2001

NOAA Control #	75169	DOC #		OLIA #	
----------------	-------	-------	--	--------	--

Date Received: 1/31/2001

From: Solomon P. Ortiz  
United States House of Representatives

Subject: Support Texas A&M University-Corpus Christi/Grant Funding for Coastal Ocean  
Program Proposal Entitled "Career 2001: Gulf of Mexico Coastal Oceans  
Academy"

Signature Authority: NOAA - Acting Under Secretary

Coordinate:

Due ES: 2/12/2001

Due NOS: 2/9/2001

Status:

Referred for  
Action

Initials

Date Cleared

Cleared by

Initials

Date Cleared

NCCOS - Matlock	gm	2/9/01	MB/CU - Halmond	[Signature]	2/15/01
			GCOS - Gleaves	[Signature]	2/14/01
			MB/CU - Halmond	[Signature]	3/7/01
			PAC - Edwing	[Signature]	3/7/01
			MB - Oliver		
			N -	[Signature]	3/8/01
			DAA - Lillestolen		
			AA - Foster		
			Return to Halmond		

*Note to Action Office: Please enter below the name of the person who prepares the response and the date prepared.*

Prepared by:

Date Prepared:

Response Received:

NOS Cleared:

Date Cleared:

Closed:

Date Closed:

## Controlled Correspondence

### Assistant Administrator

PRINTED: 11/2/2001

<b>AA Control #</b> AA-2001-326	<b>Date Received:</b> 7/31/2001
<b>Addressed To:</b> N: Assistant Administrator	<b>Document Date:</b> 7/16/2001
<b>From:</b> Christopher Andrews, Ph.D. Executive Director - South Carolina Aquarium	
<b>Subject:</b> JASON Project Training	
<b>Coordinate:</b>	<b>Due AA:</b> 8/10/2001
<b>Status:</b>	

Referred for Action	Initials	Date Cleared	Cleared by	Initials	Date Cleared
NMSP - Basta			MB/CU - Halmond		
			GCOS - Gleaves		
			MB/CU - Halmond		
			PAC - Edwing		
			N -		
			Acting AA - Davidson (or)		
			DAA - Hawkins (or)		
			ADAA - Lillestolen		
			N - Fwd PAC/C - Halmond		
			Fwd NOAA/EXSec - Kohler		

**Note to Action Office:** Please enter below the name of the person who prepares the response and the date prepared.

<b>Prepared by:</b>	<b>Response Received:</b> 8/14/2001
<b>Date Prepared:</b>	
<b>For Signature:</b> Acting AA - Davidson	<b>Date Signed:</b> 10/18/2001
<b>Signed By:</b> ANeuschatz	<b>Date Closed:</b> 10/18/2001

Type on NOS letterhead

11 pt. Courier New

1" margin

TAB STOP: 1 2 3 4 5 6

[Name]  
[Title]  
[Company]  
[Street Address]  
[City, State, Zip Code]

Dear [Name]:

Thank you for taking the time to share your interest in the issues before the Department of Commerce. I have been asked by the Secretary to investigate the specific concerns you raised regarding [subject matter] so that we can adequately respond to you. We will be in touch with you soon with a response.

Your interest in NOAA is appreciated.

Sincerely,

[ Name]

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1" margin

1 1/2" margin

page border

## A-7 TRANSMITTAL MEMORANDUM TO THE SECRETARY

11 pt. Courier New

1" margin

TAB STOP: 1 2 3 4 5 6

MEMORANDUM FOR THE SECRETARY

FROM: [Name]  
Under Secretary for Oceans and Atmosphere/  
Administrator

SUBJECT: Coastal Impact Assistance Program

Forwarded for your approval and signature are letters to Representatives Kevin Brady, Ken Bentsen, Sheila Jackson Lee, Jim Turner, Gene Green, John Culberson, and Nick Lampson re: the new Coastal Impact Assistance Program. Your response to them for their letter, and you express appreciation for the information concerning air quality research and modeling need the Houston region. You also inform them that we are in the process of finalizing an expedited and streamlined process for disbursing state and county funds.

1" margin

ragged right text

1" margin

Recommendation

That you sign the attached letters.

Clearances: See attached NOAA clearance sheet.

Executive Secretariat Clearance:

[Name] [Date]

1 1/2" margin

page border

## Type on NOS letterhead

11 pt. Courier New

1" margin

MEMORANDUM FOR: [ Name]  
 2 spaces Under Secretary for Oceans and Atmosphere

FROM: [ Name]  
 Assistant Administrator

SUBJECT: Response to Senator Herbert Kohl  
 Cooperative Research and Development Agreements  
 (CRADA) Between NOAA and Maptech  
 Control Nos. 74428; S75198

I recommend that you sign the attached memorandum to the Secretary.

Attachment

DRAFTED BY: DEnabnit:N/CSx2:301-713-2770x132:ch:8/1/00

1" margin

1" margin

1 1/2" margin

page border

## 42 ■ NATIONAL OCEAN SERVICE CORRESPONDENCE GUIDE

[illegible]

11 pt. Courier New

1" margin

¶  
¶  
¶  
¶  
¶

The Honorable Mark Green  
House of Representatives  
Washington, D.C. 20515-6015

¶

Dear Representative Green:

¶

Thank you for your co-signed letter requesting a survey using side-scan sonar to search for the missing vessel.

¶

The National Oceanic and Atmospheric Administration (NOAA) has used side-scan sonar to assist in finding and locating wreckage from TWA Flight 800 and Egypt Air Flight 990. However, search operations do not generally fall under the hydrographic mission of NOAA. All of these incidents occurred near where NOAA platforms were operating, and the ships responded at the requests of the United States Coast Guard and the National Transportation Safety Board. All began as search and rescue support operations, resulting in provision of further assistance while mobilized for search and recovery and wreckage mapping.

ragged  
right text

1" margin

1" margin

¶

NOAA has developed, with input from commercial maritime constituents, critical hydrographic survey priorities in support of safe navigation. NOAA's hydrographic vessels are deployed in the Atlantic and Pacific coasts to address these priorities. Since the proposed search area does not fall within these critical survey areas, the diversion of any of our ships to the Great Lakes for this search would result in a considerable cost to NOAA's hydrographic surveying mission. In addition, only some of NOAA's hydrographic survey vessels are equipped with the side-scan sonar capable of the resolution required for resolving items at the charted depths in the proposed search area.

¶

As Captain Ted Lillestolen, National Ocean Service Deputy Assistant Administrator, testified on November 10, 1999, before the Subcommittee on Fisheries, Conservation, Wildlife and Oceans, House Resources Committee, acquiring new NOAA ship equipment is limited by language attached to the appropriation bills. Due to limited resources, NOAA can participate in such a project only

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## A-10 (continued)

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The Honorable Mark Green  
Page 2

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with additional appropriated funding on a reimbursable basis. I, therefore, recommend you utilize a contract from the private sector to pursue this search. Given additional funding, NOAA could seek to enter into such a contract to conduct this survey.

If you need any additional information, please contact Captain Samuel P. Debow, Jr., NOAA, Chief, Hydrographic Surveys Division, at (301) 713-2700.

Sincerely,

[ Name]

cc: Samuel P. Debow, Jr.

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List of Addressees

¶  
¶  
The Honorable Jerry Kleczka  
House of Representatives  
Washington, D.C. 20515-4904

¶  
The Honorable F. James Sensenbrenner, Jr.  
House of Representatives  
Washington, D.C. 20515-4904

¶  
The Honorable Thomas Barrett  
House of Representatives  
Washington, D.C. 20515-4904

¶  
The Honorable Tammy Baldwin  
House of Representatives  
Washington, D.C. 20515-4904

¶  
The Honorable Paul Ryan  
House of Representatives  
Washington, D.C. 20515-4904

¶  
The Honorable Russell D. Feingold  
House of Representatives  
Washington, D.C. 20515-4904

¶  
The Honorable Herb Kohl  
House of Representatives  
Washington, D.C. 20515-4904

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## A-10 (continued)

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cc: ES-NC-LA-GC-PCO-PSP-DUS-US-N/MB:PAC/CU-OCS  
¶  
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Control No.:72111  
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DRAFTED BY:DHaines:N/CS3:301-713-2702:ch:1/31/00  
REVISED:GCOS:MWeiss:COORDINATE:OCS:BGreenwalt:cmh:2/23/00  
EDITS:N/MB/PACD:REdwing:301-713-3070:cmh:2/28 (1) ; 3/12 (2)

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MEMORANDUM FOR: [ Name]  
 2 spaces Under Secretary for Oceans and Atmosphere/  
 [ ] Administrator and Deputy Under Secretary

FROM: [ Name]  
 Assistant Administrator

SUBJECT: Request for Secretary Donald L. Evans'  
 Participation in the Walter B. Jones Memorial  
 and NOAA Excellence Awards for Coastal Ocean  
 Resource Management Awards Ceremony

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Forwarded for your review and signature is an invitation for the Secretary of Commerce to participate in the 2001 Walter B. Jones Memorial and NOAA Excellence Awards for Coastal and Ocean Resource Management Awards Ceremony. The event will be held on October 3, 2001, in Rooms B338-339 of the Rayburn House Office Building.

Every two years, these awards recognize innovation, resourcefulness, leadership, and commitment in public and private endeavors to balance the human use of America's coastal and ocean resources with the needs of the resources themselves. Additionally, the awards raise public awareness for the need to protect our coastal and ocean environments.

Attachment

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## A-11 (continued)

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ACCEPT REGRET PENDING

TO: [ Name]  
Director of Scheduling

FROM: [ Name]  
Under Secretary for Oceans and Atmosphere/  
☐ Administrator and Deputy Under Secretary

REQUEST: Invitation to attend and moderate the ceremony  
for the 2001 Walter B. Jones Memorial and  
NOAA Excellence Awards for Coastal Ocean  
Resource Management.

PURPOSE: Opportunity to demonstrate the Department's  
continued dedication to recognize individuals  
and organizations for outstanding innovation,  
resourcefulness, leadership, and commitment in  
helping the Nation maintain healthy coastal  
and ocean resources and balance the needs of  
these resources with human use.

DATE AND TIME: The ceremony will be held on October 3, 2001,  
from 8:30 a.m. to 9:30 a.m. Continental  
breakfast will be served before the ceremony  
from 7:45 a.m. to 8:30 a.m.

DURATION: 1 hour for the ceremony.

LOCATION: Rayburn House Office Building, Washington,  
D.C., Rooms B338-339.

PARTICIPANTS: Congressman Walter B. Jones, Jr., is the  
congressional sponsor of this event and will  
co-present the Walter B. Jones Memorial  
Awards. At the previous awards ceremony in  
1999, 12 other Members of Congress and 2  
Senators attended and spoke to congratulate  
winners from their districts and states. NOAA

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expects similar congressional attendance at the 2001 awards ceremony.

¶ Other invited guests include Under Secretary for Oceans and Atmosphere, [Name] National Ocean Service Assistant Administrator, [Name] and other governmental officials, constituents, and community leaders.

OUTLINE OF EVENTS: Opening remarks by the moderator and dignitaries for approximately 15 minutes. Formal awards presentation to winners and brief remarks by one award winner for approximately 45 minutes. Closing remarks by the moderator for the last few minutes. ragged right text

REMARKS REQUIRED: Moderate awards ceremony and give brief opening remarks developed by NOAA. 1" margin

MEDIA COVERAGE: National, regional, and local press coverage. Possible regional and local TV coverage.

CONTACT: Vickie A. Allin, Senior Policy Analyst, Office of Ocean and Coastal Resource Management, (301) 713-3155, extension 126. 1" margin

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# A-12 DECISION MEMORANDUM FOR THE UNDER SECRETARY

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DECISION MEMORANDUM FOR THE UNDER SECRETARY

FROM: [ Name]  
Assistant Administrator

SUBJECT: Representative for Mississippi River Commission

The retirement of Rear Admiral John C. Albright, NOAA, Director Atlantic and Pacific Marine Centers, has also ended his Presidential appointment to the Mississippi River Commission (MRC). The legislation establishing the Commission in 1879 provides that one member of the Commission be from the Coast and Geodetic Survey.

It is critical that NOAA maintain close collaboration with the MRC, particularly regarding navigation issues on the upper and lower Mississippi River, where we now have the responsibility for nautical charting.

Your approval for the nomination of Rear Admiral Nicholas A. Prah1, Director of the Atlantic and Pacific Marine Centers, to represent NOAA on the Commission is requested. I am confident that Admiral Prah1 is a most appropriate successor to Admiral Albright. His biography is attached.

Attachment

Approve	Disapprove	Let's Discuss
Date	Date	Date

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## ACTION MEMORANDUM FOR THE SECRETARY A-13

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ACTION

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MEMORANDUM FOR THE SECRETARY

FROM: [ Name]

SUBJECT: [ Insert Subject]

I. ACTION-FORCING EVENT: ☐ [State the nature of the event requiring or suggesting action, and the degree of flexibility associated with it.]

II. ANALYSIS: ☐ [Outline the history, current status, and possible options and impacts, along with financial or other public policy considerations.]

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III. RECOMMENDATIONS: ☐ [Indicate a single recommendation, or list options numerically. If you list options, place the appropriate number(s) in the spaces below.]

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IV. DECISION:

\_\_\_\_ Approve \_\_\_\_ Approve as amended \_\_\_\_ Reject \_\_\_\_ No action

5 spaces / 1 space /

NOTE: Where necessary, tabs may be attached to decision memoranda. However, as in the case of other written materials directed to the Secretary, brevity is important. Seldom should a decision memorandum be longer than one or two pages, and tabs, where possible, should be limited to five or fewer.

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## A-14 INFORMATION MEMORANDUM FOR THE SECRETARY

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INFORMATION

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MEMORANDUM FOR THE SECRETARY

FROM: [Name]

SUBJECT: [Insert Subject]

I. SUMMARY: ☐ [Summarize the subject in no more than three sentences.]

II. DISCUSSION: ☐ [Please be concise.]

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NOTE: Information memoranda *should never* raise issues for discussion.

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DEPARTMENT OF COMMERCE/NOAA/NOS

TITLE: Graduate Research Fellowships in the  
National Estuarine Research Reserve  
System for FY 2001

SIGNIFICANCE: Not significant

CONGRESSIONAL REVIEW: Not major

UPCOMING ACTION: Publication in *Federal Register*

SUBMISSION/PUBLICATION DATE: ☐ Upon completion of review  
2 spaces

RIN:

STATUTORY/JUDICIAL DEADLINE: ☐ n/a  
2 spaces

DESCRIPTION: The National Oceanic and Atmospheric Administration (NOAA) is soliciting applications for graduate fellowship funding within the National Estuarine Research Reserve (NERR) System. The NERR Graduate Research Fellowship Program is designed to fund high-quality research focused on enhancing coastal zone management, while providing students with an opportunity to contribute to reserve research and monitoring. The notice will set forth funding priorities, selection criteria, and application procedures. NOAA anticipates that 29 Graduate Research Fellowships will be competitively awarded to qualified graduate students whose research occurs within the boundaries of at least one reserve. Fellowships will start no earlier than June 1, 2001. The amount of the award is \$15,000/annum plus 10 percent overhead for a total of \$16,500/annum. Requested Federal funds must be matched by the applicant by at least 30 percent of the total cost of the project. NERR research funds are provided to support management-related research projects that will enhance scientific understanding of the reserve ecosystem, provide information needed by reserve management and coastal management decision makers, and improve public awareness and understanding of estuarine ecosystems and estuarine management issues.

Note: Right justification should be used only for listing documents transmitted to the Office of Management and Budget.

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MEMORANDUM FOR: [ Name]  
2 spaces Under Secretary for Oceans and Atmosphere

FROM: [ Name]  
Assistant Administrator

SUBJECT: Federal Register Notice for FY 2001 National  
Estuarine Research Reserve Research Fellowships

Attached for your review and clearance is a NON-CONTROVERSIAL rule announcing the availability of research fellowships in the National Estuarine Research Reserve (NERR) System for FY 2001. ragged right text

1" margin NERR research funds are provided to support management-related research projects that will enhance scientific understanding of the Reserve ecosystem, provide information needed by Reserve management and coastal management decision makers, and improve public awareness and understanding of estuarine ecosystems and estuarine management issues (15 CFR § 921.50). The NERR Graduate Research Fellowship program is designed to fund high-quality research focused on enhancing coastal zone management, while providing students the opportunity to contribute to Reserve research and monitoring. 1" margin

This notice has been sent to the Chief Counsel for Regulation, Department of Commerce, for concurrent review. This rule has been determined not to be significant for purposes of E.O. 12866.

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If you have any questions regarding this proposed notice, please  
contact Erica Seiden in the Estuarine Reserves Division at  
(301) 713-3132, extension 172.

Attachment

cc: Erica Seiden

Cleared by NOAA General Counsel

Signature \_\_\_\_\_ Date \_\_\_\_\_  
2 spaces

[ Name] \_\_\_\_\_ Date \_\_\_\_\_ Concur \_\_\_\_\_ Do Not Concur \_\_\_\_\_

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Under Secretary for  
☐ Oceans and Atmosphere

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**NOTE:** The address block on the first page of this letter starts farther down the page than on a standard memorandum or letter because the drafter could not fit the clearance information on the first page. In such cases, carry over at least two lines to the second page.

**A-17 FEDERAL REGISTER TRANSMITTAL MEMO FROM THE  
NOS AA TO THE CHIEF COUNSEL FOR REGULATION**

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¶

MEMORANDUM FOR: [ Name]  
2 spaces Chief Counsel for Regulation

¶  
FROM: [ Name]  
Assistant Administrator

¶  
SUBJECT: Federal Register Notice for FY 2001 National  
Estuarine Research Reserve Research Fellowships

¶  
¶

Attached for your review and clearance is a NON-CONTROVERSIAL rule  
announcing the availability of research fellowships in the  
National Estuarine Research Reserve (NERR) System for FY 2001. ragged  
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¶  
NERR research funds are provided to support management-related  
research projects that will enhance scientific understanding of  
the Reserve ecosystem, provide information needed by Reserve  
management and coastal management decision makers, and improve  
public awareness and understanding of estuarine ecosystems and  
estuarine management issues (15 CFR § 921.50). The NERR Graduate  
Research Fellowship program is designed to fund high-quality  
research focused on enhancing coastal zone management, while  
providing students the opportunity to contribute to Reserve  
research and monitoring.

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¶  
If you have any questions regarding this proposed notice, please  
contact Erica Seiden in the Estuarine Reserves Division at  
(301) 713-3132, extension 172.

¶  
Attachment

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MEMORANDUM FOR: ☐ [ Name]  
 2 spaces      ☐ Assisting Administrator for  
                   ☐ Ocean Services and Coastal Zone Management

FROM:                    [ Name]  
                             Director, Office of Ocean and Coastal  
                             ☐ Resource Management

SUBJECT:                *Federal Register* Notice for FY 2001 National  
                             Estuarine Research Reserve Research Fellowships--  
                             DECISION MEMORANDUM ragged  
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Attached for your review is the subject NON-CONTROVERSIAL notice announcing the availability of funding for FY 2001 NERR graduate research fellowships. It is being forwarded under the procedures for NOAA/DOC clearance of regulatory actions.

This document has been sent to the Chief Counsel for Regulation, Department of Commerce, for concurrent review. This rule has been determined not to be significant for purposes of E.O. 12866.

If you have any questions regarding this proposed notice, please contact Erica Seiden in the Estuarine Reserves Division at (301) 713-3132, extension 172.

Attachment

\_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐

[ Name]                              Date                              Concur                              Do Not Concur

Assistant Administrator for  
 Ocean Services and Coastal  
 Zone Management

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**A-19 DOC ASSISTANCE PROGRAM *FEDERAL REGISTER* REVIEW FORM**

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DOC ASSISTANCE PROGRAM *FEDERAL REGISTER* REVIEW

¶  
Date: May 24, 2000

¶  
Memorandum For: ☐ [Name]  
2 spaces Assistant General Counsel for  
Legislation and Regulation

¶  
Bureau: NOAA/NOS/OCRM/ERD

¶  
Program Title: NERRS Competitive Research Program

¶  
Description: Notice Announcing Opportunities for FY 2001  
Graduate Research Fellowships in the National  
Estuarine Research Reserve System

¶  
Prepared By: Erica Seiden, Estuarine Reserves Division  
SSMC4, 11169, N/ORM5  
(301) 713-3132, ext. 172; fax: (301) 713-4363  
erica.seiden@noaa.gov

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Reviews Completed By:

¶  
Estuarine Research Reserve Division: ☐ \_\_\_\_\_  
Laurie McGilvray, SSMC4, 11641

¶  
National Ocean Service, Acting AA: ☐ \_\_\_\_\_  
Ted Lillestolen, SSMC4-13

¶  
Federal Assistance Law Division: ☐ \_\_\_\_\_  
Ed Sharp, SSMC2, 9370

¶  
Grants Officer: ☐ \_\_\_\_\_  
Steve Drescher, SSMC2, 9414

¶  
Office of Executive Assistance: ☐ \_\_\_\_\_  
John J. Phelan III (E. Dorfman)  
Management, HCHB 6020

¶  
Office of Information Collection: ☐ \_\_\_\_\_  
Linda Engelmeier, DOC  
Analysis Division, HCHB 5327

¶  
Assistant General Counsel  
for Legislation and Regulation: ☐ \_\_\_\_\_

¶  
**Please provide your comments to the preparer of the document by  
June 26, 2000. If you wish to review the document again, with  
your comments incorporated, do not provide your signature until  
that review has been completed.**

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**CHECKLIST OF MINIMUM REQUIREMENTS FOR THE PREPARATION OF *FEDERAL REGISTER* A-20  
NOTICES ANNOUNCING THE AVAILABILITY OF FINANCIAL ASSISTANCE FUNDS**

**CHECKLIST OF MINIMUM REQUIREMENTS FOR THE PREPARATION OF  
FEDERAL REGISTER NOTICES ANNOUNCING THE AVAILABILITY OF FINANCIAL  
ASSISTANCE FUNDS - REQUESTS FOR APPLICATIONS (RFA)**

**HEADING**

- X- Agency
- X- Subagency
- X- Subject Heading

COPY

**PREAMBLE**

- X- AGENCY
- X- ACTION
- X- SUMMARY
- X- DATES
- X- ADDRESSES
- X- FOR FURTHER INFORMATION CONTACT
- X- SUPPLEMENTARY INFORMATION

- X- Authority
- X- Catalog of Federal Domestic Assistance (CFDA)
- X- Program Description
- X- Funding Availability
- X- Matching Requirements
- X- Type of Funding Instrument
- X- Eligibility Criteria
- X- Award Period
- N/A Indirect Costs
- X- Application Forms and Kit
- X- Project Funding Priorities
- X- Evaluation Criteria
- X- Selection Procedures

**X   Other Requirements**

- X- Federal Policies and Procedures
- X- Past Performance
- X- Preaward Activities
- X- No Obligation for Future Funding
- X- Delinquent Federal Debts
- X- Name Check Review
- X- Primary Applicant Certifications
  - X   Nonprocurement Debarment and Suspension
  - X   Drug-Free Workplace
  - X   Anti-Lobbying
  - X   Anti-Lobbying Disclosures
- X- Lower Tier Certifications
- X- False Statements
- X- Intergovernmental Review E.O. 12372
- X- Regulatory Planning and Review E.O. 12866
- X- Minority Serving Institutions
- X- Buy America
- X- Data Archiving
- X- Federal Salaries
- X- Paperwork Reduction Act

---

Signature of Checklist Preparer and Date

## A-21 DISK VERIFICATION/CERTIFICATION MEMORANDUM

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August 19, 2000

Raymond A. Mosley, Director  
Office of the Federal Register  
National Archives and Records Administration  
Washington, D.C. 20408

Dear Mr. Mosley:

This is to certify that the ASCII disk furnished with the [rule, proposed rule, notice], [agency docket number and subject heading, or for notices, just the subject heading] is a true copy of the original signed document. ragged right text

[Give any special printing and/or processing instructions.]

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Sincerely,

[ Name]  
[ Title]

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**NOTE:** One of the following agency officials may sign your letter:

- *Federal Register* Liaison Officer or alternate,
- *Federal Register* Certifying Officer or alternate, or
- signer of the document.



24722

## Submission of Federal Rules Under the Congressional Review Act

☐ President of the Senate☐ Speaker of the House of Representatives☐ GAO

Please fill the circles electronically or with black pen or #2 pencil.

1. Name of Department or Agency

2. Subdivision or Office

3. Rule Title

4. Regulation Identifier Number (RIN) or Other Unique Identifier (if applicable)

5. Major Rule ☐ Non-major Rule ☐6. Final Rule ☐ Other ☐

7. With respect to this rule, did your agency solicit public comments?

Yes ☐ No ☐ N/A ☐

8. Priority of Regulation (fill in one)

☐ Economically Significant; or  
Significant; or  
Substantive, Nonsignificant☐ Routine and Frequent or  
Informational/Administrative/Other  
(Do not complete the other side of this form  
if filled in above.)

9. Effective Date (if applicable)

10. Concise Summary of Rule (fill in one or both)

attached ☐ stated in rule ☐

Submitted by: \_\_\_\_\_ (signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

For Congressional Use Only:

Date Received: \_\_\_\_\_

Committee of Jurisdiction: \_\_\_\_\_

3/23/99

## A-22 (continued)



24722

	Yes	No	N/A
A. With respect to this rule, did your agency prepare an analysis of costs and benefits?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. With respect to this rule, by the final rulemaking stage, did your agency			
1. certify that the rule would not have a significant economic impact on a substantial number of small entities under 5 U.S.C. § 605(b)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. prepare a final Regulatory Flexibility Analysis under 5 U.S.C. § 604(a)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. With respect to this rule, did your agency prepare a written statement under § 202 of the Unfunded Mandates Reform Act of 1995?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. With respect to this rule, did your agency prepare an Environmental Assessment or an Environmental Impact Statement under the National Environmental Policy Act (NEPA)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Does this rule contain a collection of information requiring OMB approval under the Paperwork Reduction Act of 1995?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Did you discuss any of the following in the preamble to the rule?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• E.O. 12612, Federalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• E.O. 12630, Government Actions and Interference with Constitutionally Protected Property Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• E.O. 12866, Regulatory Planning and Review	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• E.O. 12875, Enhancing the Intergovernmental Partnership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• E.O. 12988, Civil Justice Reform	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• E.O. 13045, Protection of Children from Environmental Health Risks and Safety Risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Other statutes or executive orders discussed in the preamble concerning the rulemaking process (please specify)			

3/23/99

# TRANSMITTAL MEMORANDUM FOR CONGRESSIONALLY MANDATED REPORTS A-23

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MEMORANDUM FOR: [ Name]  
2 spaces Under Secretary for Oceans and Atmosphere

FROM: [ Name]  
Assistant Administrator

SUBJECT: Report to Congress on the National Marine  
Sanctuary Program Revenue Enhancement Initiatives

Attached for your approval is the report on the National Marine Sanctuary Program (NMSP) Revenue Enhancement Initiatives, as directed by H.R. 105-636, the FY 1999 House Appropriations Committee Conference Report. The Conference Report directed NOAA to report to the Committee on the progress of its efforts to pursue revenue enhancement initiatives that explore voluntary, innovative means to identify partners and raise additional resources for the sanctuaries.

The report provides an overview of the NMSP's revenue enhancement efforts under the authorities of sections 311 and 316 of the National Marine Sanctuaries Act. These efforts to date include: (1) donations of services, equipment, and property from individuals, organizations, and other state and Federal agencies; (2) volunteer time by individuals and students; (3) cooperative projects with other state and Federal agencies and organizations to provide support for education, outreach, research, and monitoring activities; and (4) revenue from the marine sanctuary logo sponsorship program.

Over the last four years, a conservative estimate of the value of these donations, in-kind services, and sponsorships approaches \$25 million.

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## A-24 TRANSMITTAL LETTER FOR CONGRESSIONALLY MANDATED REPORTS

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The Honorable Harold Rogers  
Chairman, Subcommittee on Commerce,  
Justice, State, and the Judiciary,  
and Related Agencies  
Committee on Appropriations  
House of Representatives  
Washington, D.C. 20515-6015

Dear Mr. Chairman:

I am pleased to submit the National Oceanic and Atmospheric Administration's Report on National Marine Sanctuary Program (NMSP) Revenue Enhancement Initiatives. The report is submitted in compliance with the FY 1999 Appropriations Committee Conference Report (H.R. 105-636).

The report provides an overview of the NMSP's revenue enhancement efforts under the authorities of sections 311 and 316 of the National Marine Sanctuaries Act. Efforts to date include:

- (1) donations of services, equipment, and property from individuals, organizations, and other Federal agencies;
- (2) volunteer time by individuals and students;
- (3) cooperative projects with other state and Federal agencies and organizations to provide support for education, outreach, research, and monitoring activities; and
- (4) revenue from the Marine Sanctuary Logo Sponsorship Program. Over the last four years, a conservative estimate of the value of these donations, in-kind services, and sponsorships approaches \$25 million.

We appreciate your continued support of the Department of Commerce and its programs.

Sincerely,

[ Name]

Enclosure

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List of Addressees

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¶

The Honorable Harold Rogers  
Chairman, Subcommittee on Commerce,  
Justice, State, and the Judiciary,  
and Related Agencies  
Committee on Appropriations  
House of Representatives  
Washington, D.C. 20515-6015

¶

The Honorable Judd Gregg  
Chairman, Subcommittee on Commerce,  
Justice, State, and the Judiciary,  
and Related Agencies  
Committee on Appropriations  
United States Senate  
Washington, D.C. 20510-6027

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The Honorable Ernest F. Hollings  
Ranking Minority Member  
Subcommittee on Commerce, Justice,  
State, and the Judiciary, and  
Related Agencies  
Committee on Appropriations  
United States Senate  
Washington, D.C. 20510-6027

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¶

The Honorable José E. Serrano  
Ranking Minority Member  
Subcommittee on Commerce, Justice,  
State, and the Judiciary, and  
Related Agencies  
Committee on Appropriations  
House of Representatives  
Washington, D.C. 20515-6015

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